

## QUARTERLY PROGRESS REPORT

### A. PROJECT IDENTIFIERS

**Project Number:** 0039-DC-2001-E1 (Denali Commission) and 01CA11100000231  
(United States Forest Service)

**Project Title:** FFY 01 Mini-Grant Assistance Program (State Fiscal Year 2002)

**Name of Recipient Organization:** State of Alaska, Department of Community  
& Economic Development, Division of  
Community & Business Development

**Principal Contacts:** Jo E. Grove for Grants and Nelda Warkentin for Applications

**Funding:** Federal: \$ (\$500,000 DC & 204,300 USFS)  
Recipient Share: \$34,000 (\$0.00 for DC and \$34,000 for USFS)

**Award Period:** From: July 1, 2001 through June 30, 2003 for DC  
From September 1, 2002 through September 30, 2003 for USFS

**Period Covered by this Report:** July 1, 2002 through September 30, 2002

### B. PROJECT SUMMARY and STATUS OF INDIVIDUAL GRANTS

The Department of Community & Economic Development administers the Mini Grant Assistance Program with funds from the Denali Commission and the United States Forest Service. The Department awards Mini-Grant Assistance funds for both agencies through an annual competitive application process to local governments, tribal governments and non-profit organizations. The application materials are generally made available in May; applications are due in October; and awards are made in January. We experienced a delay in the awards process in FY 02 due to the quantity of applications received, (approximately 100) and due to problems convening the review committee during December. Awards were announced in February 2002.

With a total of \$644,755,000 in new FY 02 funds available for grants and anticipating some recovered funds from FY 01, 28 applicants were awarded a total of \$704,635 in grant funds from the two pots of money. A copy of the awards list was attached with the last quarterly report. To date 28 of the 28 grants awarded are well underway.

#### The following grants were executed in March 2002:

1.	Kenai Peninsula RC&D for Livestock Feasibility Study	\$21,430
2.	City of King Cove for Waterfront Utilities Plan	\$30,000
3.	McGrath Native Village Council for Strategic Plan	\$26,363
4.	Togiak Traditional Council for Dock & Boat Launch Eng.	\$27,031
5.	City of False Pass for Landfill/Access Road Feasibility	\$30,000
6.	City of Delta Junction for Regional Government Feasibility	\$30,000
7.	Southeast Conference for AK Marine Hiway ED Strategy	\$30,000
8.	City of Sand Point for Community Mapping Project	\$30,000
9.	Twin Hills Village Council for Propane Tank Purchase	\$11,425
10.	Ninilchik Fair Association for Outdoor State Facility	\$25,276
11.	Sterling Community Club for Recreational Facility	\$30,000
12.	City of Aleknagik for Comprehensive Plan	<u>\$30,000</u>
	TOTAL	\$321,525

**The following grants were executed after March 31, 2002:**

1. Naknek Native Village for Cultural Center Feasibility Study	\$17,000
2. City of Wrangell for Bradfield Road Dev. Economic Strategy	\$30,000
3. Katchemak Heritage Land Trust for Homer Town Square	\$15,055
4. City of Tanana for Gravel Extraction Site Access Road	\$30,000
5. City of Mountain Village for Community/Econ Dev Plan	\$10,000
6. Central Council of T&H Indian Tribes for ED conferences	\$27,975
7. City of Thorne Bay for RV Park Upgrade	\$26,086
8. City of Manokotak for Feasibility Study Dock at Weary River	\$25,694
9. City of Seldovia for Economic Feasibility Study	\$30,000
10. City of Ruby for Fuel Storage Tank Purchase	\$23,800
11. City of Saint Marys for Regional Training Center Conversion	\$30,000
12. Loudon Village Council for Multi Purpose Ctr Feasibility	\$30,000
<b>TOTAL</b>	<b>\$295,610</b>

**The following grants were executed during this report period:**

1. Organized Village of Kaasan IRA for Eco-tourism Feasibility	\$21,000
2. Chenega IRA for Marine Se Ctr Feasibility Study	\$30,000
3. Hyder Community Assoc for Equipment for Bottled Water	\$25,000
4. City of Haines for Chilkoot Indian Ass for Regional Convention Feasibility	\$26,500
<b>TOTAL</b>	<b>\$102,500</b>

**C. SUMMARY OF PROGRESS AND RESULTS**

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<b>City of Delta Junction</b>	<b>Regional Government Feasibility Study</b>	<b>#821476</b>	<b>\$30,000</b>
<b>3/15/02 – 6/30/03</b>			

This project provides for \$28,000 in contractual Services and \$2,000 equipment. \$7,000 in-kind match for personnel services and \$4,675 cash match for office expenses will be provided for by the City. The City has been losing personnel to the Fort Greely Missile Project.

<b>Southeast Conference</b>	<b>Alaska Marine Highway Economic Development Strategy</b>	<b>#821493</b>	<b>\$30,000</b>
<b>3/15/02 – 9/30/02</b>			

This project funds a consultant to develop the goals and processes for a future Federally funded project involving the Alaska Marine Highway System. This project includes \$1,000 in-kind for personnel services and administrative services. They have fully billed the project and have over expended their initial match contribution. All required responsibilities and obligations have been met for close-out procedures.

<b>City of Aleknagik</b>	<b>Comprehensive Community Plan</b>	<b>#821594</b>	<b>\$15,000</b>
<b>3/11/02 – 1/31/03</b>			

Project is for a 20 year community strategic development plan. The City has hired Mary Standum of "The Standum Group" as a facilitator and consultant to help them as they lack the expertise in their community. \$1,394 in-kind match for personnel services and \$1,177 cash match for a computer is included. A budget modification was issued to extend the end date to January 31, 2003. With all the summer activity the community has tentatively rescheduled the public meetings for September. Mary Standum continues with drafting the plan.

<b>Traditional Council of Togiak</b>	<b>Dock &amp; Boat Ramp Engineering Study</b>	<b>#821495</b>	<b>\$27,031</b>
<b>4/1/02 – 2/28/03</b>			

Project funds provide for an engineering study to designate the best site location and configuration for a boat dock and ramp. The study will help determine a scope of work and construction budget. \$5,250 will be provided as in-kind match and \$5,000 as cash match (various sources). The Council has completed their RFP process to select an engineering firm to perform the study and have selected Bristol Environmental and Engineering Services as the successful bidder. No charges have been made against this project which has been extended to February 28, 2003.

**Kenai Peninsula Resource Conservation & Development District      #821504      \$21,430**  
**Slaughterhouse Feasibility Study      3/11/02 – 12/31/02**

Project is on time and on schedule. Project includes \$5,640 in -kind match for administrative services. Kenai Peninsula RC&D has hired JD's Professional Assistance as the consulting firm to perform the study/business plan. JD's Professional Assistance has sent out a survey and extensively contacted local businesses in the area. The project steering committee has held meetings and reviewed a preliminary draft of the study. There has been much community support for the project. This project has expended approximately half of the budget.

**Twin Hills Village Council      Purchase 2 Propane Tanks/Foundation Upgrade      #821530      \$11,425**  
**4/1/02 – 10/31/02**

Funds will be used to purchase two 1000-gallon propane tanks and upgrade the foundation they sit on. \$13,486 will be provided as in-kind for the project for various line items. Project has been billed for over half of award. They are in need of laborers who are working on a local HUD housing project or fishing and their loader/backhoe has broken down which may slow their project progress. Project is extended one month for completion.

**Sterling Community Club, Inc      Multi-Use Recreational Facility      #821531      \$30,000**  
**4/1/02 – 10/31/02**

Project is to provide funds for a paving contractor and materials and supplies for the multi-use recreational facility in Sterling. The rink will include a hockey rink, a basketball court and a tennis court. \$25,667 in-kind match and \$3,665 in cash match are included from local business and contractors. The Community Club has completed paving and sealing and electrical work. Work on the sideboards and fencing continues as well as the construction of a warm-up room. Project has been extended one month to allow for completion. Local volunteer help shows much community support.

**Ninilchik Fair Association      Kenai Peninsula State Fair Outdoor Stage facility      #821545      \$25,276**  
**4/15/02 – 10/31/02**

Project funds the completion of an outdoor stage at the Kenai Peninsula State Fair grounds. Activities include construction of the walls and roof and lighting installation. \$1,500 in-kind match will be provided from volunteer labor. \$5,000 cash match will be provided from cash receipts from the Fair Association. Materials were ordered and construction began in early July. The Contractor decided to donate \$750.00 in labor. Basic construction was completed and there was a big push to get the roof and electrical installed so the facility could be used during the State Fair. With the help of local community support the stage was used successfully for events during the Fair. The facility still needs to be painted and more sound equipment needs to be installed. The project has been billed about 75% and extended one month for completion.

**Naknek Native Village      Cultural Center Feasibility Study      #821564      \$17,000**  
**4/15/02 – 12/31/02**

Mini-Grant funds will be used to pay a consultant to do the study with \$7,200 in-kind from Naknek BIA funds for various line items. The council has hired Aurora Consulting to perform the study. Representatives from the firm visited Naknek in June and will come again in October to present a preliminary draft feasibility study and finalize their findings. The second visit will allow for the final draft of the study. The project is extended to December 31, 2002 to allow for the summer fishing season in the community.

**City of Wrangell      Bradfield Road Development Economic Strategy      #821565      \$30,000**  
**4/15/02 – 1/31/03**

The future construction of Bradfield Road will provide a connection from Wrangell to the Cassiar Highway, opening a link to Canada. This project provides for a consultant to develop the strategy. \$6,000 cash match will be provided. The City has hired Terry Otness of Trans Border Consulting Services to provide the report. Meetings were held in May and September with representatives from various communities in Alaska and British Columbia that will be affected by the new highway system. Terry Otness continues to gather and disseminate information, provide continuous outreach to communities and has established an office in Juneau dedicated to the project. About half of this project has been expended and it has been extended to January 31, 2003 to allow for project completion.

**Katchemak Heritage Land Trust   Homer Town Square Feasibility Study   #821569   \$15,055**  
**4/15/02 – 12/31/02**

Funds will be used to develop a comprehensive design of the downtown area of Homer. Funds are allocated in various line items. \$3,200 in-kind is contributed for personnel services and various items donated by the community. Cash match of \$1,500 is from a grant received from the American Greenways Program of the Conservation fund. KHLT has contracted with Chris Beck of Chris Beck and Associates and with Steve Colt of the University of Alaska Anchorage. Meetings have taken place with various landholders in the area, contractors, public officials, associations and groups affected by the Homer Town Square project. Outreach continues to involve the community in the town square project through public information to create the Town Square vision. This project has been extended to 12/31/02 to allow for completion of project.

**City of Tanana   Gravel Extraction Site Access Road Construction   #821585   \$30,000**  
**5/15/02 – 9/30/02**

This project provides funds to clear brush and trees on a trail that runs parallel to an access road that leads into the gravel extraction site. This is phase II of a four-part project, with the aim to build a road into the gravel site. An extension to 10/31/02 has been sent but may not be needed as the project has been fully billed and reports indicate the project is complete.

**City of Mountain Village   #821589   \$10,000 Community/Economic Development Plan**  
**5/1/02 – 9/30/02**

Project includes \$24,625 cash match from the City. City requested \$25,000 for project but was awarded \$10,000. The City contracted with Elston Lauesen to develop the Community Plan. Preliminary drafts have been provided to the community and were presented at the end of August. The final draft is scheduled for completion by the end of September.

**Central Council of Tlingit & Haida Indian Tribes   #821596   \$27,975**  
**Economic Development Conferences in Hoonah & Kake with Report**  
**5/15/02 - 11/30/02**

This project provides for contractual services for meetings and travel. \$55,153 in-kind and \$500 cash match is listed in the application. Mark Sophia of the McDowell Group has been hired to attend the Economic Development Conferences and publish a report. Conferences and teleconferences have been held with Hoonah, Kake and Angoon. The project has been extended to November 30, 2002 to allow for the delay of the Angoon conference that had been scheduled for September.

**City of Thorne Bay   RV Park Facility Upgrade   #821628   \$26,086**  
**6/1/02 – 12/31/02**

Project is for contractual services to upgrade an existing RV Park that needs enhancement. \$2,954 will be in-kind match from the city for various line items. The RFP went out twice, in May and June with Southeast Road Builders the successful bidder for the project. They will start paving the RV Park area when the road into the park is finished, sometime this month. This project was extended to allow for the paving. No charges have been reported.

**City of Manokotak   Sheet Pile/Fill Dock at Weary River Feasibility Study   #821629   \$25,694**  
**5/15/02 – 2/28/03**

Mini-Grant funds will be used to provide an engineering feasibility/design study. It includes a site visit to assess community use and design criteria and assess the physical environment. Cash match of \$3,000 from the City. \$2,000 in-kind for personnel services and office administration will also be provided by the city. Bristol Bay Environmental and Engineering Services will perform the study for the City. The project is extended to allow for completion. No charges have been reported.

**Organized Village of Kasaan IRA   Eco-Tourism Lodge Feasibility Study   #821675   \$21,000**  
**6/15/02 – 11/30/02**

The Village of Kasaan had a retainer with Alaska Financial Management Group to provide a study and develop a business plan for a tourist lodge that will also provide banquet/office space. A new RFP will have to be developed for a new consultant to complete the study. The Village lists \$2,281 in-kind for personnel services and administrative costs and \$6,500 cash match for contractual services to pay the consultant.

Len Laurence was hired the beginning of September to perform the study and expects to finish the study by the end of November. This project was extended to accommodate the work performance. This project has not been charged.

**City of Seldovia      Economic & Marketing Feasibility Study      #821669      \$30,000**  
**6/1/02 – 3/31/03**

The City of Seldovia is purchasing a cannery site and dock for which it wishes to develop a marketing/economic development strategy. The City has hired Tryck Nyman Hayes, Inc Consulting Engineers for the project. \$6,000 in-kind match is provided by an EDA Grant received by the City. Negotiations for the purchase of the property continue with transfer expected with the next two weeks. The project has been extended to allow for the project completion. This project has not been charged.

**Chenega IRA Council      Commercial Area/Marine Service Ctr Feasibility Study      #821674      \$30,000**  
**6/15/02 – 12/31/02**

This project will provide a development strategy for community review, public hearing and inclusion as part of a comprehensive plan and as a plan for facility development. The RFP has been developed and advertised but Chenega has not identified the successful bidder yet. This project has not been charged.

**Hyder Community Association      Equipment Purchase Bottled Water      #830433      \$25,000**  
**7/01/02 – 12/31/02**

Funds provide for the purchase of an automated palletizer. In-kind match provided by the Association is \$10,000 for building modifications (\$8,000) and freight (\$2,000). Cash match of \$25,000 from the Association and \$12,000 from the US Forest Service for the equipment will also be provided. The Association had a change of staff as this project was beginning and grant information had been misplaced. The project is being handled from two locations. The main office is on the Canadian border with an hour time change only manned in the morning. The Association has prepared and distributed the RFP for the equipment and have extended the project for completion.

**City of Haines      #831046      Regional Convention Ctr. Feasibility Study      #821674      \$26,500**  
**9/15/02 – 1/31/03**

This project has been taken over by the City of Haines from the Chilkoot Indian Association. A revised budget allocates \$22,500 in contractual Services to pay a consultant to provide a market demand/economic feasibility of the building (construction) and operation, \$3,500 in personnel services and \$500 in supplies.

**City of False Pass #821477      \$30,000      Landfill/Access Road Feas. Study**  
**3/01/02–9/30/02**

The City received two plans "Solid Waste Disposal Facility Visual Monitoring plan" and "Solid Waste Disposal Facility Operations plan", and a geotechnical condition at the proposed site for the new landfill. The Landfill Closure plan is still in draft form – no changes are expected. Waiting for aerial mapping for final mapping of the new landfill and landfill road.

**City of King Cove #821578      \$30,000      Waterfront Utilities Plan**  
**3/01/02–12/31/02**

Requested the monthly reports. Reports should be turned in no later than 10/16/02.

**Louden Tribal Council #821656      \$30,000      Multi Purpose Center Feas. Study**  
**6/15/02–9/30/02**

Louden Tribal Council will be receiving the final report from Mr. McConnell by October 25, 2002.

**McGrath Native Village Council #821657      \$26,363      Strategic Plan**  
**6/15/02–9/30/02**

The City conducted a small survey for the plan and they're compiling the results. This will be ready for close-out.

**City of Ruby #821469      \$23,800      Fuel Storage Tank Purchase**  
**3/01/02–6/30/02** Project is complete and grant closed out.

City of Sand Point #821471 \$30,000  
3/01/02-9/30/02 This is ready for close-out.

**Community Mapping Project**

City of St. Mary #821637 \$30,000

**Regional Training Center Conversion**

6/01/02-6/30/03 The City and the Ciunerkiurvik Corporation have an memoranda of agreement for the corporation to perform the tasks under the grant agreement. Reminder faxed to turn in reports.

  
Prepared by Jo E. Grove, Grants Manager

10/31/02

Date